

STATE OF LOUISIANA  
SECRETARY OF STATE

W. FOX McKEITHEN  
SECRETARY OF STATE

HELEN J. CUMBO  
ADMINISTRATOR



Commercial  
(225) 925-4704

Administrative Services  
(225) 925-4704

Fax  
(225) 925-4726  
(225) 922-0435

Uniform Commercial Code  
(225) 342-5542

Fax  
(225) 342-7011

TRANSMITTAL INFORMATION  
For All Business Filings

***Registered agent, officer, entity status information available via the Internet***

Business Name (List ***exactly*** as it appears in documents)

Name of person filing document (evidence of filing will be mailed to this person, at address below)

Telephone number

Address

City

State

Zip Code

Mail or deliver the following items to the Secretary of State, at the address below:

- 1) This transmittal form
- 2) Original and one copy of the document
- 3) Filing fee payable to the Secretary of State

Mailing Address: P. O. Box 94125, Baton Rouge, LA \* 70804-9125  
Office Location: 8549 United Plaza Blvd., Baton Rouge, LA \* 70809  
Web Site Address: [www.sec.state.la.us](http://www.sec.state.la.us)

W. Fox McKeithen  
Secretary of State



**CORPORATION/LIMITED LIABILITY COMPANY SUPPLEMENTAL  
INITIAL REPORT**  
(R.S. 12:25 & R.S. 12:1305)

Enclose \$25.00 filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
Phone (225) 925-4704  
Web Site: [www.sec.state.la.us](http://www.sec.state.la.us)

1. The name of this company is: \_\_\_\_\_

2. The names and municipal addresses (not a P.O. Box only) of the first directors (corporation) or  
managers or members (limited liability company) are:

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Corporations: To be signed by incorporator(s) or shareholder(s):  
LLC: To be signed by each person who signed the Articles of Organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

# **INSTRUCTIONS**

## **Corporations**

1. If a corporation's first directors are not named in the Initial Report, a Supplemental Report must be filed after they are selected. The Supplemental Report shall set forth the name and address of each director, and shall be signed by each incorporator, or by any shareholders.
2. A multiple original of the Supplemental Report, or a copy certified by the Secretary of State, shall be filed for record in the office of the recorder of mortgages of the parish in which the registered office of the corporation is located.

## **Limited Liability Company**

1. If a limited liability company's initial managers or members are not named in the Initial Report, a Supplemental Report must be filed after they are selected. The Supplemental Report shall set forth the name and address of each manager or member.
2. The Supplemental Report shall be signed by each person who signed the Articles of Organization.